

**County of San Diego, Health and Human Services Agency (HHSa)
CalWORKs Program Guide Letter**

Welfare-To-Work - Self-Initiated Plans (SIPs)

Number

342

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Issue Date:

1/20/2015

Effective Date:

Upon Receipt

Purpose:

To provide procedural instructions to Employment Services staff regarding Self-Initiated Plans (SIP) for Welfare-To-Work participants.

Background:

State regulations require that individuals participating in Welfare-to-Work (WTW) activities such as a Self-Initiated Plan (SIP) or Vocational Education (VTR) must be enrolled in a program that is likely to lead to self-supporting employment.

Policy Change:

The California Department of Social Services (CDSS) has issued in [All County Letter \(ACL\) 14-47](#) clarification of existing policies related to Self-Initiated Plans (SIPs) in response to question submitted by counties.

Summary of Changes:

[CPG 10-015.A Self-Initiated Plans \(SIPs\)](#)

- Added CDSS responses to counties' SIP questions
- Reformatted section and removed obsolete and unnecessary information
- Moved processing instructions from the online CPG and relocate them for internal staff use

CPG 10-011.G SIP and VTR Program Approved Demand Occupations

- Incorporated in CPG section 10-015.A and related Processing Guide
- Removed section from CPG

Impacts:

Automation: No impact

Forms and Document Capture: No impact

Programs Affected: Welfare-To-Work and Refugee Employment Services

Quality Control: QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

References:

- [All County Letter 14-47](#)
- [All County Letter 12-69](#)

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- [All County Letter 99-32](#)
- [Welfare and Institutions Code Section 11325.23](#)

Sunset Date:

This policy will be reviewed for continuance by 1/20/2018

Approval for Release:

A handwritten signature in blue ink, appearing to read "Rick Wanne", followed by the date "1-20-15".

Rick Wanne, Director
Eligibility Operations